

CenturyLink Audio Conferencing

Reservationless quick reference guide

Meeting management features

Reservationless Conferencing can connect up to 300 lines on one call. Below is a complete list of available meeting-management features, including online audio controls. Press the star key, followed by the corresponding digit(s), to use these features. Two-digit features can only be used by the moderator and may require your Client ID to activate.

Meeting assistance

- *0 operator assistance
- *1 help menu

Meeting customization

- *32 record meeting introduction
- *39 turn on/off entry tones

Volume

- *4 increase meeting volume
- *7 decrease meeting volume
- *5 increase your voice
- *8 decrease your voice

Mute and un-mute

- *6 mute and un-mute your line
- *96 mute all participant lines
- *97 un-mute all participant lines

Security

- *31 turn security code on and off
- *91 hear participant count
- *92 hear roll call of participants
- *93 disconnect all lines
- *94 lock and unlock the meeting

Record for playback

- *22 record your meeting (an email will be sent following your meeting with playback instructions)

Sub-meetings

- *21 initiate sub-meeting
- #19 join sub-meeting
- ## return to main menu
- #0 for meeting host to return to the main meeting

Customer support

- *0 to reach live customer support at any time or submit a support ticket
- You can also visit www.centurylinkconferenc e.com

Steps to schedule a meeting

If you have not yet downloaded the Conferencing Toolbar for Microsoft® Outlook, please [click here](#) and then proceed.

- From your Conferencing Toolbar, click Schedule Meeting > Meet Later
- The dial-in number and participant passcode will automatically populate the Location field
- Choose the date, time and participants, click Send

Start a meeting

There are two ways to start a Reservationless audio conference

- From your Conferencing Toolbar click Start My Meeting. Enter your phone number and click Connect Me
- From your telephone, dial your toll or toll-free number. Enter your moderator passcode and press pound (#).

Conference control center

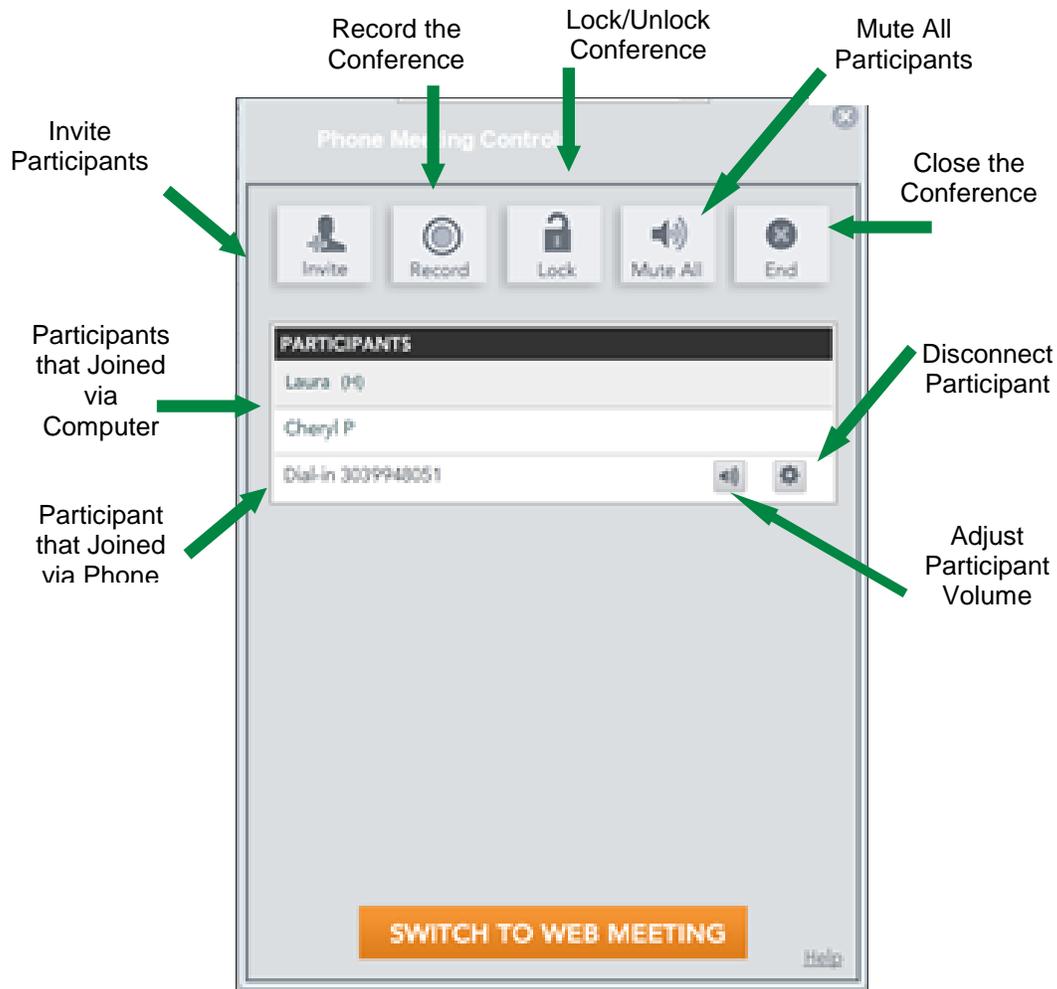
Contact your CenturyLink Representative today!



Your account information email contains the link to your personal Conference Control Center (CCC), from which you can:

- Access your meeting recordings
- Change your meeting passcodes
- View meeting reports
- Update your account information and meeting features

Online audio controls



Caller ID

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When accessing your online audio controls, participants dial in via phone are identified by their phone number. Participants who join via computer are identified by the name they input. You can rename a participant who joined via phone by double clicking on the participant's phone number then typing the participant's name.

Active talker

The active talker icon will turn green when someone is speaking or sound is coming from that particular line. The phone icon identifies the current speaker or can be used to determine a noisy line.

Manage individual participants

Moderators have the ability to mute and un-mute a participant, raise or lower talk volumes, as well as disconnect a line by clicking on the "cog" icon, then clicking OK.

Manage all participants

Moderators may mute or un-mute all participants by clicking on the Mute/Un-Mute All button. The button toggles depending on whether all participants are currently muted or un-muted. Participants that dialed into the conference using the moderator passcode will not be muted.

Conference security

Moderators may lock the audio portion of the conference by clicking the Lock button. Participants that try to access the conference after it has been locked will receive a message that states they cannot enter it at that time. If the conference is locked, the button toggles to Unlock and the moderator may click to unlock the conference to allow additional participants to enter.

Invite and dial out

If the moderators wish to invite additional participants during a call, click Invite to send an email invitation. The email will provide access information for the call. It also includes the ability for the conference to dial out to the participant. Only domestic dial out is allowed.

Meeting tips

- Minimize ambient and background noise by pressing *96 on your telephone keypad to mute all participant lines, press *97 to un-mute; inform participants to press *6 to un-mute their line if they wish to speak
- Do not put your line on hold. Doing so may play on-hold music into the entire meeting. Press *6 to mute your phone.
- Disconnect all lines at the end of the call by pressing *93

Security tips

- Share only the dial-in number and participant passcode with people authorized to attend your meeting. Do not share your moderator passcode.
- Never post your account information in public locations or on social media sites
- Lock your meeting by pressing *31 on your telephone keypad to lock or unlock your meeting with a security code

Contact your CenturyLink Representative today!

